

# **IC 2001-1 TO AFSPCI 36-2202, 14 AF SUPPLEMENT, MISSION READY TRAINING, EVALUATION AND STANDARDIZATION PROGRAMS**

**21 JUNE 2001**

## **\*SUMMARY OF REVISIONS**

This change replaces paragraphs 1.1.4.1.1 and 2.4.7 in their entirety. Previous guidance for Standardization Operations Assessment visits has been replaced with Standardization Evaluation Team visits. Knowledge test requirements have been changed to reflect one question per task area. Minimum task requirements for Upgrade and Recurring Evaluations have been revised. Script requirements have been updated to reflect format changes and eliminate the requirement to maintain two script versions per position.

\*1.1.4.1.1. (Added) Standardization Evaluation Team (SET) Visits. These are formal visits which 14 AF conducts to assess the readiness of space wing assigned forces and to validate the wing's ability to conduct and support the mission. The primary focus of the SET visit is to assess crew force effectiveness and adequacy of operations focused programs. This includes SET administered mission-ready evaluations, as well as objective evaluations (over-the-shoulder observation of local evaluators). As a compliance-oriented program review, the SET inspection focuses on key operations programs. Units will be provided advance notice of specific programs to be looked at during SET visits. Visits to units by 14 AF personnel for the purpose of maintaining mission-ready qualification are not considered formal visits. During these visits, units may request 14 AF personnel to assist with administration of local unit evaluations.

\*1.1.4.1.1.1. SET visits are scheduled using a 3-year cycle for active duty units and a 4-year cycle for Air National Guard (ANG) and Reserve (AFR) units. 14 AF/OV will provide an updated visit schedule to subordinate units the first month of each new fiscal year. Units will be given a minimum of 6-months notice prior to any upcoming SET visit. SET visits will not be scheduled within 6-months prior to a HQ AFSPC/IG Operational Readiness Inspection or Group Operations Standardization Team (OST) visit without first coordinating with the affected Wing Commander. For ANG and AFR units, SET visits will not be scheduled closer than 6-months prior to a HQ AFSPC/IG ORI or Group Operations Standardization Team (OST) visit. Wing commanders may request a SET visit from 14 AF at any time. Subordinate units may request visits through the wing.

\*1.1.4.1.1.2. SET visits are made to operational units, as well as group level training and standardization/evaluation functions. During inspections, 14 AF will request units assist with program reviews, evaluation administration, providing Individual Qualification Folders (IQFs) for record checks and other visit activities as needed.

\*1.1.4.1.1.2.1. Active duty, ANG, and AFR units receive ratings. Ratings are based on the 5-tier scale outlined in paragraph 1.1.4.1.1.9.4. Each individual area assessed will be given a rating. Additionally,

units will be provided a rating based on overall unit programs and crew performance. A group rating will be given based on group programs and Objective Evaluations (when evaluators are assigned). An overall group/wing rating will be provided based on consolidation of unit and group results. For groups/wings geographically separated from their units (e.g. 21 SW) where visits must be spread over a period of time, the group/wing ratings will be provided during the SET visit to the group. The overall rating will be computed using subordinate unit results since the last group visit.

\*1.1.4.1.1.2.2. Contractor-operated units are not rated and will be limited in scope. 14 AF will coordinate these visits with the applicable wing contractor oversight function to ensure no contractual interference. 14 AF will augment teams, as needed, with qualified personnel experienced with contract oversight requirements. These visits will focus on whether operational requirements are being met based on Statement of Work (SOW)/Performance Work Statements (PWS).

\*1.1.4.1.1.3. 14 AF uses existing HHQ instructions, their corresponding supplements, local and higher headquarters inspection checklists and event scenario scripts, to validate compliance with established standards.

\*1.1.4.1.1.4. Normally, the SET will be composed of 14 AF assigned evaluators and inspectors. However, augmentees may be requested from MAJCOM, wing, or other agencies as required. Team size will vary based on needs of a specific visit and size of units. 14 AF assigned SET evaluators (active duty, AFR, ANG) will normally maintain qualification in a selected system unless circumstances approved by 14 AF/OV prevent this. If not collocated with the unit, an individual will maintain BMR qualification where BMR programs exist. When collocated with the unit, individuals will maintain CMR qualification. 14 AF/OV active duty, AFR and ANG assigned personnel will be attached to the operational unit as a CMR or BMR crewmember. Records and certifications will be maintained by the operational unit. The local Stan/Eval organizations can utilize the 14 AF/OV AFR and ANG personnel as a unit evaluator upon 14 AF/OV approval. The 14 AF/OV may approve BMR qualification for a SET member under special circumstances. Only CMR qualified personnel will directly administer evaluations to commensurate CMR positions.

1.1.4.1.1.4.1. 14 AF/OV AFR and ANG evaluators attached to operational squadrons for mission ready training report to and are rated by the Chief, 14 AF/OV. Group/unit training and Stan/Eval shops will be responsible for ensuring appropriate training and evaluating requirements are met for the CMR/BMR crewmembers. The unit commander and the Chief, 14 AF/OV will be certifying and decertifying officials for the 14 AF/OV active duty, AFR and ANG personnel.

\*1.1.4.1.1.5. As a minimum, the following areas are reviewed during a SET visit:

\*1.1.4.1.1.5.1. Operations Programs. Applicable group and unit programs falling under Crew Force Management, Mission-Ready Training and Mission-Ready Stan/Eval. Areas looked at will include, at a minimum, Operations Review Panels, Operations Review Boards, Crew Force Management, crewmember checklists, crewmember records, Crew Information File, Temporary Procedures, Training and Evaluation Metrics Analysis Program, Duty-Not-Involving-Flying, Evaluation Program,

performance scripts, evaluator training, upgrade/recurring training and Special Interest Items. These areas will be assessed utilizing the associated MAJCOM and NAF level inspection checklists. Group inspection and oversight programs will also be reviewed during group level visits. Additional areas inspected, as requested by Wing or Group Commanders (e.g. Weather, Spacelift Maintenance), will count toward a unit's overall rating under programmatic review.

\*1.1.4.1.1.5.2. Crew Performance. Evaluations will be administered to mission ready personnel during visits. As a goal, evaluations will be provided to 20-35% of qualified personnel at active duty units and 20-25% of qualified personnel at AFR and ANG units. Lower percentages may be warranted in the case of units with large crew forces or limiting factors. For spacelift, only 15% of evaluations will be given during the actual visit with the remaining 5 to 15% of evaluations conducted via pre-checks. Wing, Group and Operational Squadron Commanders participation in SET evaluations will be determined by 14 AF/CC via a policy letter. Operations Support Squadron commanders are exempt from evaluation during SET visits. Evaluation scenarios will be based on mission tasks to reflect unit ability to accomplish assigned missions. Unit developed Special Evaluations will be used. Off-the-shelf unit evaluation scripts, which meet task requirements, may be used when approved by 14 AF/OV. Minimum task requirements for SET administered evaluations are listed in paragraph 4.1.2.8. 14 AF/OV will publish task requirements annually and ensure units are given a minimum of 30-days notice regarding any new or changed task requirements. Should 5 or more crews be required to attain 20-35% crew force percentages, 14 AF/OV may conduct objective evaluations up to 6-months prior to the scheduled formal visit. 14 AF/OV will coordinate these visits with the affected organizations. Objective evaluations are counted towards the required percentage. Units will provide 14 AF/OV with crew schedules in accordance with the 30-day notification message (normally 10-14 days prior to a visit). 14 AF/OV will work with units when selecting crewmembers to be evaluated, but maintains final approval authority on evaluatees.

\*1.1.4.1.1.5.2.1. Minimum requirements for evaluations conducted during SET visits include at least one task each from the Mission Support and Status Monitoring JPRL areas along with each task listed in the Mission Procedures/Integrated Launch Operations (Spacelift) JPRL area. 14 AF/OV will coordinate Mission Procedures task requirements with applicable units if limiting factors (i.e. scenario length) prevent total task coverage. When a SET evaluation meets or exceeds minimum requirements for a recurring evaluation, it will be documented as such and will reset the delinquency date for an individual.

\*1.1.4.1.1.5.3. Objective Evaluations. Evaluators assigned to unit DOVs or group OGVs may be required to administer evaluations with the SET conducting an over-the-shoulder observation. An objective evaluation involves a local evaluator administering an evaluation while a SET evaluator observes. All phases of evaluation administration may be observed including preparation activities, evaluation conduct, and post-evaluation activities. An objective assessment will be provided regarding evaluator performance.

\*1.1.4.1.1.5.4. Personnel Records. Formal mission-ready documentation for assigned personnel will be reviewed for accuracy and compliance.

\*1.1.4.1.1.5.5. Technical Documentation. Technical documentation (e.g. checklists/procedures, pass

plans, Technical Orders) will be reviewed for accuracy and effectiveness.

\*1.1.4.1.1.5.6. Mission Operations (Space Launch, Satellite Control, Missile Warning and Space Surveillance) and Employment. Mission operations and employment will be reviewed during scenarios, as well as a review of archival information (i.e. unit logs). The SET may also observe real-world operations on a non-interference basis to assess mission effectiveness.

\*1.1.4.1.1.6. The SET may observe additional areas as required by 14 AF/OV including Special Interest Items (SIIs). Any additional visit criteria will be provided to units as soon as possible, but no later than 60-days prior to a visit. SIIs are determined by 14 AF/OV and are effective for a specified period of time. 14 AF/OV will notify subordinate units within 10 working days of newly established SIIs, which are normally based on existing requirements as outlined in policy and guidance documents. If an SII is established less than 6-months prior to a scheduled visit, 14 AF/OV will coordinate with affected units to determine whether the SII will be reviewed if the SII involves newly established requirements. 14 AF will develop self-inspection checklists as necessary to review SIIs and distribute them to affected units.

\*1.1.4.1.1.6.1. DELETED.

\*1.1.4.1.1.6.2. DELETED.

\*1.1.4.1.1.7. When available, 14 AF will review results of inspections or activities a unit has been involved in. They are as follows:

\*1.1.4.1.1.7.1. TEMAP or other sources, which identify recent training, evaluation, or operations trends which are negative in nature.

\*1.1.4.1.1.7.2. Inspector General (IG) reports.

\*1.1.4.1.1.7.3. Operations Review Panel (ORP) minutes.

\*1.1.4.1.1.7.4. Operations Review Board (ORB) minutes.

\*1.1.4.1.1.7.5. Other inspection-related reports (e.g. OST).

\*1.1.4.1.1.8. 14 AF will provide units and associated group and wing level agencies with a 60-day notification message prior to a scheduled visit. This message will request unit and group points of contact, provide general information about the visit, and identify any additional visit criteria. A follow-up message will be provided 30-days prior to a visit and provide specific details regarding the upcoming visit to include team composition, scenario task requirements, briefing requirements, checklists to be

used, support requirements, agenda coordination, etc. This message will reflect minimum visit criteria as reflected in paragraph 1.1.4.1.1.5. AFR and ANG units require 6-months prior notice of any additional visit requirements.

\*1.1.4.1.1.9. SET Visit results.

\*1.1.4.1.1.9.1. 14 AF will out-brief final inspection results and findings to key leadership and staff. The formal hardcopy report will consist of the following areas:

\*1.1.4.1.1.9.1.1. An overall assessment of the unit's mission readiness.

\*1.1.4.1.1.9.1.2. A rating and overall assessment for each measured area.

\*1.1.4.1.1.9.1.3. Problems. Areas or programs not in compliance with instructions or higher headquarters (HHQ) guidance. Corrective action for all problems will be reported in unit and group/wing ORP minutes for tracking purposes. All identified problem areas will be validated with unit or group functional areas prior to publishing the final report.

\*1.1.4.1.1.9.1.4. Areas for Improvement. Areas or programs that are not in conflict with any instruction or HHQ guidance but may require further consideration.

\*1.1.4.1.1.9.1.5. Recommendations. A suggested course of action for correcting a problem or an area for improvement.

\*1.1.4.1.1.9.1.6. Strengths. A process or activity identified by the inspection team that enhances the quality and effectiveness of a specific program.

\*1.1.4.1.1.9.1.7. Commendable Items. May be used to identify superior performers or programs identified during the visit.

\*1.1.4.1.1.9.2. The 14 AF/OV SET Chief approves the formal report and provides it to the unit prior to the team's departure.

\*1.1.4.1.1.9.3. 14 AF/OV distributes the report to HQ AFSPC IG/DOT/DOTT, 20 AF/DOV, NGB-IG, NGB/DO, HQ AFRC/DO (Reserve), 10 AF/DOA (Reserve), and associated wing/group agencies.

\*1.1.4.1.1.9.4. Ratings are based on a 5 -tier scale. Any squadron receiving a Marginal or Unsatisfactory in Crew Performance will receive a re-evaluation in Crew Performance from their respective wing

standardization/evaluation (OGV) section, no later than 6 months from the 14 AF/OV SET evaluation. The unit and OGV will agree upon the specific re-evaluation time. The 5 tiers are defined as follows:

\*1.1.4.1.1.9.4.1. Outstanding. Performance and procedures in effect were nearly error-free and far exceeded all requirements. Serves as a model, which others should emulate.

\*1.1.4.1.1.9.4.2. Excellent. Performance and procedures in effect exceeded requirements and enhanced overall effectiveness.

\*1.1.4.1.1.9.4.3. Satisfactory. Performance and/or operations met mission requirements. Procedures and activities were carried out in an effective and competent manner. Resources and programs were efficiently managed. Minor deficiencies may have existed, however, they did not impede or limit mission accomplishment.

\*1.1.4.1.1.9.4.4. Marginal. Most requirements were met, but not in full compliance with directives. Performance and the effectiveness of the program were degraded by deviations from procedures.

\*1.1.4.1.1.9.4.5. Unsatisfactory. Deviations or omissions caused the function evaluated to be non-effective. Little compliance with appropriate directives was evident.

\*2.4.7. (Added) CMR and instructor/evaluator Recurring Training (RT). Annotate instructor, evaluator and CMR RT on AFSPC Form 91 or locally developed forms. If individuals are CMR in more than one position, specify to what position(s) the RT applies. Locally developed forms should be placed in IQF sections 2 and 5, respectively. When training occurs in multiple phases, the date documented should be the date when the last phase was completed.

\*3.6.4. (Added) For each task or subtask trained/assessed via a knowledge test, a minimum of one question must be asked.

\*4.1.2.8. (Added) In addition to the mandatory tasks below, Upgrade and Recurring Evaluations must include at least one task each from the Mission Support and Status Monitoring JPRL areas, and two tasks from the applicable Mission Procedures JPRL area. The mandatory tasks below may be used to count towards these minimum task coverage requirements.

\*4.1.2.8.2.2. Passive DSTS: D2, D4, D10, D12, D14, and F02.

\*4.1.2.8.2.3. Passive Mobile: D10, D11, D12, D14, and F02.

\*4.1.2.8.2.4. Optical Space Surveillance: G1, G3, G4, and G5.

\*4.1.2.8.3.1. Space Surveillance Command and Control: C1, C2, C4, C5, C6, C7, and C10.

\*4.1.2.8.3.2. Missile Warning Command and Control: C9, C10, and C11.

\*4.1.2.8.4.1. Range: C2, C3, C4, C5, D5, and D6.

\*4.1.7.2. Alternate versions of a scenario require at least 30 percent different stimuli.

\*4.1.8.1. Include the following information on unit generated scripts (see Attachment 6 for an example).

\*4.1.8.1.2. (Added) Event Time. Enter the actual scenario time for each event.

\*4.1.8.1.4. (Added) Initiation/Response Agency. Identify person(s) associated with specific actions, including evaluatees, evaluators, sim-switch and evaluation augmentees.

\*4.1.8.1.5. (Added) Actions. Include Training and Evaluation Performance Standards (TEPS) levels, timing standards associated with a level A TEPS, checklist number and expected evaluatee actions. Identify the beginning and end of multiple inputs with the appropriate phrase; (ex: “\*\*Begin Multiple Input\*\*” or “\*\*End Multiple Input\*\*”).

\*5.1.8.1.1. The Commander or Operations Officer appoints individuals as SME in writing. This may be accomplished via AFSPC Form 91. SME appointment must be reaccomplished annually until removed from SME status.

\*5.1.8.7.2. The Commander or Operations Officer removes an individual from SME status in writing. This may be accomplished via AFSPC Form 91.

\*5.1.8.7.4. DELETED.

\*7.1.1.4. TEMAP Quarterly Report: Quarterly, OGV prepares a TEMAP Quarterly Report (Attachment 2) and forwards it to 14 AF/OV and SPACEAF/A3 by the 20<sup>th</sup> duty day of the new quarter. Wings with multiple operational groups may submit separate reports for each group. The report is composed of two sections: AFR/RAFR Data and Critical Error Summary.

**\*Attachment 3 (Added)**

## AUGMENTATION EVALUATION SUPPORT.

**A3.1.** To use this matrix, first locate the CMR position being evaluated for the applicable unit. Next, identify the minimum crewmembers who are required to support the evaluation by looking in the “Evaluation Augmentees” block in the corresponding row.

**Table A3.1. Augmentation Evaluation Support Matrix.**

Unit	CMR Position being Evaluated	Evaluation Augmentees
CGS	Crew Commander (CMDR)	CMDR, Ground Systems Operator (GSO), (2) Data System Supervisor (DSS)
	GSO	CMDR, GSO
	DSS	CMDR, DSS
EGS	CMDR	Crew Chief (CCH), (2) DSS
	CCH	CMDR, (2) DSS
	DSS	CMDR or CCH, DSS
MGS	CMDR	CCH
	CCH	CMDR
TGS	CMDR	CCH, Data Systems Operator (DSO)
	CCH	CMDR, DSO
	DSO	CMDR or CCH
1 CACS	Flight Commander (FCMDR)	Space Control Analyst (SCA), Space Control Officer (SPCO), Space Control Technician (SCT), Orbital Analyst (OA)
	SCA	FCMDR, SPCO, SCT, OA
	SPCO	FCMDR, SCT, SCA or OA
	SCT	FCMDR, SPCO, SCA or OA
	OA	FCMDR, SCA, SPCO or SCT
	Space Surveillance Analyst (SSA)	SSA
3/5 SPSS	CMDR	SCO2, (2) SCO3
	SCO2	CMDR, (2) SCO3
	SCO3	CMDR, SCO2, SCO3
	SCO4	None
4 SPSS	CMDR	CCH, SCO7



(6SAA4)		
	CCH	CMDR, SCO7
	SCO7	CMDR, CCH
4 SPSS (6SAA5)	CMDR	SCO6
	SCO2	SCO2
	SCO6	CMDR
<b>Unit</b>	<b>CMR Position being Evaluated</b>	<b>Evaluation Augmentees</b>
20 SPSS	CMDR	(2) SCO
	SCO	CMDR, SCO
6/7/12/13 SWS	CMDR	CCH, SCO
	CCH	CMDR, SCO
	SCO	CMDR, CCH
10 SWS	CMDR	CCH
	CCH	CMDR
18 SPSS	CMDR/CCH	DCCH or SCO
	DCCH/SCO	CMDR or CCH
18 SPSS, Det 4	CMDR/CCH	None
21 WOC	CMDR	CCH
	CCH	CMDR
2 SLS	Air Force Launch Crew Commander (AFLC)	AFLC (Deputy)
	Air Force Launch Director (AFLD)	AFLD (Deputy) or None
30 RANS	Aerospace Control Officer (ACO)	None
	Range Control Officer (RCO)	None
	Range Operations Commander (ROC)	None
	Senior Mission Flight Control Officer (SMFCO)	None
	Mission Flight Control Officer (MFCO)	None
30 SW	Spacelift Commander (SCMDR)	None
	SMFCO	None
	MFCO	None

1, 3 SLS	AFLD	AFLD (Deputy)
	AFLC	Deputy Air Force Launch Crew Commander
45 RANS	ROC	RCO
	RCO	ROC
	ACO	None
	MFCO	SMFCO
	SMFCO	MFCO
45 SW	SCMDR	SCMDR
1 SOPS	CMDR	Satellite Systems Operator (SSO)
	CCH	SSO
	SSO	SSO
	GSO	SSO
<b>Unit</b>	<b>CMR Position being Evaluated</b>	<b>Evaluation Augmentees</b>
2 SOPS	CMDR	CCH, Satellite Vehicle Operator (SVO), Ground Systems Operator (GSO), Payload Systems Operator (PSO)
	CCH	CMDR, SVO, GSO, PSO
	SVO	CMDR or CCH, SSO
	PSO	CMDR or CCH, GSO
	SSO	CMDR or CCH, SVO
	GSO	CMDR or CCH, PSO
3 SOPS	CMDR	None
	CCH	None
	SVO	CMDR or CCH
	SSO	SVO
4 SOPS	CMDR	SSO (EHF)
	SVO	SSO (SGLS)
	SSO (SGLS)	SVO
	SSO (EHF)	None
614 SOPS	SCCO (Sensor Command and Control Operator)	SCCO

**\*Attachment 5 (Added)**

**RECURRING EVALUATION CREW COMPOSITION.**

**Table A5.1. Recurring Evaluation Crew Composition Table**

<b>Unit</b>	<b>Minimum Crew Required</b>
CGS	(2) Crew Commander (CMDR), (2) Ground Systems Operator (GSO), (2) Data System Supervisor (DSS)
EGS	CMDR, Crew Chief (CCH), (2) DSS
MGS	CMDR, CCH
TGS	CMDR, CCH, Data Systems Operator (DSO)
1 CACS	FCMDR, Space Control Analyst (SCA), Space Control Officer (SPCO), Space Control Technician (SCT), Orbital Analyst (OA)
6/7/12/13 SWS	CMDR, CCH, Space Console Operator (SCO)
10 SWS	CMDR, CCH
3/5 SPSS (Ops1)	CMDR, SCO2, (2) SCO3
3/5 SPSS (Ops2)	SCO4
4 SPSS	(6SAA4): CMDR, CCH, SCO7
	(6SAA5): CMDR, SCO6
	(6SAA5): (2) SCO2
20 SPSS	CMDR, SCO
18 SPSS	CMDR/CCH, SCO
18 SPSS, Det 4	CCH
30 RANS	Range Control Officer (RCO)
	Range Operations Commander (ROC)
	Aerospace Control Officer (ACO)
45 RANS	RCO, ROC
	ACO
30 SW, 45 SW	Spacelift Commander (SCMDR)
	(2) Mission Flight Control Officer (MFCO)
1, 3 SLS	Air Force Launch Director (AFLD), AFLD (Deputy)
	Air Force Launch Crew Commander (AFLC), DAFLC (Deputy AFLC)



			Evaluator	STOP _____ TIME _____
A03B	15:51:00	Respond to Severe Weather/Natural Disaster Notifications (Thunderstorm)	MMCO sim          CCH	Calls CCH and states: "Base Weather just called with the following advisory...A severe thunderstorm warning has been issued. Lightning, hail and strong winds gusting to 50 knots are possible."  Level A (Within 10 minutes of receipt of indications):  ___ Reference Severe Weather checklist ___ Make notifications ___ Direct/coordinate equipment configurations
E01	16:02:00	Respond to Fire/Overheat Indications (Equipment overheat)	          Evaluator          CCH	<b>**Begin Multiple Input**</b>  NOTE: Once CCH has completed equipment configurations, provide input card A  CARD INPUT to CCH: "You smell smoke coming from the panel to which the evaluator is pointing."  Level A (Within 2 minutes of initial indications):  ___ Direct/Electrically isolate affected equipment ___ Make notifications

**Note:** Unclassified Controlled Evaluation Material